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**From:** Corbett, Kate (DPH)  
**Sent:** Wednesday, July 29, 2009 3:02 PM  
**To:** Jon Corbett (jjc@tonneson.com)  
**Subject:** FW: Request for reduced hours

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**From:** Nassif, Julianne (DPH)  
**Sent:** Wed 7/29/2009 2:12 PM  
**To:** Corbett, Kate (DPH)  
**Cc:** Salemi, Charles (DPH); Cormier, Carol (EHS)  
**Subject:** Request for reduced hours

Hi Kate,

I hope you are well and enjoying your time at home [REDACTED]

Each request for a change in hours whether it be a reduction in hours, a compressed work week or simply a modification to regular hours is evaluated within the context of the work unit, in this case the Drug Laboratory. As the manager, I must consider not only the benefit to the employee requesting the change but also whether or not the change is feasible for the operation of the work unit.

As you are aware, the Drug Laboratory is currently short staffed due to loss of positions related to retirement and resignation. The result is long sample turn around times and a significant testing backlog. These problems are exacerbated by the recent US Supreme Court decision requiring oral testimony by chemists in all cases going to trial. Several times per week analysts are traveling to or testifying in court. The laboratory is struggling to meet the testing and court room demands. Your request to reduce your hours from 37.5 hours to 22.5 hours/week would have a significant negative impact on the functioning of the laboratory, as your position would likely become part-time permanently. As such, I cannot approve your current request for a reduction in hours. I have recently denied a similar request in the Drug Laboratory. However after consultation with Chuck, we determined that a compressed work week or flexible hours would work for the laboratory if either of these options is helpful to you.

[REDACTED] I appreciate the challenges and costs associated with returning to work. I hope that we can find a schedule that works for everyone. Please feel free to contact me to discuss further.

Julie

*Julianne Nassif*  
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**From:** Corbett, Kate (DPH)  
**Sent:** Wednesday, July 29, 2009 12:04 PM  
**To:** Nassif, Julianne (DPH)

**Cc:** Salemi, Charles (DPH); Cormier, Carol (EHS)

**Subject:**

Julie,

I just got off the phone with Chuck and he informed me that you were not going to allow me to reduce my hours. I understand that you recently let Liz reduce her hours to 20hrs/week and in the past people in the Drug Lab were allowed to reduce theirs, I would like to know why I am not allowed to do the same.

Kate